

Answer

- Click the **Adversary** hyperlink on the CM/ECF Main Menu.
- Click on **Complaint, 3rd, Cross, Counter** hyperlink.
- Enter **Case Number**, click **[Next]**.
- Select the defendant you represent, click **[Next]**.
- Check the box to link yourself as the defendant's attorney, click **[Next]**.
- Place a check in the box next to the complaint you are answering, click **[Next]**.
- Associate the PDF file of the answer, click **[Next]**.
- Check the appropriate box if you are filing a counter-claim or other complaint, click **[Next]**.
- Amend the text if necessary.
- Click **[Next]**.
- Click **[Next]**.